



Specializing in public relations, editorial services, marketing, event management and nonprofit fundraising

EVENT VENUE QUESTIONNAIRE

- Venue Name: _____ Venue Location: _____
- Venue Type: Ceremony _____ Reception _____ Combined _____ Business _____ Outdoor _____
- Venue Contact: _____ Venue phone number: _____
- Venue email: _____ Venue website: _____
- Venue hours: _____ ADA accessible: _____
- Rental rates: _____
- Rental Duration: _____
 Fri-Sat: _____
 Tues - Fri: _____
- Deposit: _____
- Square Ft: _____
- Capacity: Banquet: _____ Reception: _____ Meeting: _____
- Climate control: _____
- Tenting: _____ Electrical Outlets/Power/Wattage: _____
- Audio/Visual: _____
- Stage: _____
- Tables (included in rental fee) Size: #:
- Chairs (included in rental fee) Type: #
- Linens _____ Included _____ Additional Fee
- Tablecloths: Type: # ■ Chair covers Type: #
- Table toppers Type: # ■ Chair sashes Type: #
- Napkins Type: #
- Preferred caters: _____ In-house catering: _____
- Preferred décor/florists: _____
- Bride's suite: _____ Groom's suite: _____
- Venue View: _____
- Color scheme: _____
- Décor restrictions: _____
- Insurance requirements: _____
- Security: _____
- On-site coordinator: _____
- Parking Arrangements: _____